

Griswold CSD Comm. Non-Cert Personnel Assn. (Mixed) 7/1/2006 6/30/2007

MASTER CONTRACT

between

GRISWOLD COMMUNITY SCHOOL DISTRICT #4

and

**GRISWOLD COMMUNITY SCHOOL
NON-CERTIFIED PERSONNEL**

2006 - 2007

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ALL NON-CERTIFIED EMPLOYEES

SECTION I: Leaves, Absences, and Vacations

General Provisions:

1. *Sick Leave* - Any time after the employee has reported for duty, sick leave will be granted.

First year of employment.....	10 days
Second year of employment.....	11 days
Third year of employment.....	12 days
Fourth year of employment.....	13 days
Fifth year of employment	14 days
Sixth year and each year thereafter	15 days

Unused days of sick leave are cumulative up to a maximum of 105 days. An employee will be charged for one-half (1/2) day sick leave if the employee takes any time off before noon or any time off after noon. Part-time employees' pay shall be prorated on the basis of the usual hours worked.

2. *Family Illness - Death Leaves* - Five (5) days leave (non-accumulative) shall be granted each year for such things as family illness: spouse, child(ren), parents, siblings, grandchildren and mother/father in-law. Funerals, and other legal business shall have prior approval by the administration. After five (5) full days of such leave in any one year, full deduction shall be made. All such leave must receive the prior approval of the immediate supervisor. Twelve month employees shall have six (6) days of this leave. (Custodians and bus mechanic.)
3. *Maternity* - When a member of the non-certified personnel is pregnant, she shall confer with the Administrator in charge and arrange a suitable time to take leave of absence. Sick leave may be used. No set time is required so long as her efficiency in performance of her duty is not impaired. The Administration may request a statement from her physician stating that she is physically capable of continuing to perform or return to her duties.
4. *Jury Duty* - In the absence of extraordinary circumstances, non-certificated personnel in the school system shall be excused for jury duty. In order that no one shall suffer financial loss because of such absence, the difference between their normal salary and the compensation for jury duty shall be paid.
5. *Absence Without Pay* - Absence without pay may be authorized by the Superintendent or his/her appointed subordinate for the purposes which he/she considers urgent and necessary. For such absences deductions from the employee's salary will be made in accordance with the school district's pay deduction regulations.

Involuntary absence not heretofore provided for may be excused by the Superintendent. The employee shall make applications to the Superintendent immediately for excuse for such absence, and deductions in salary shall be made unless deductions be specifically waived by the Superintendent.

Other absences than those herein provided for, or failure to follow the foregoing regulations, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

6. *Personal Day* - One (1) day of personal leave shall be granted, to take care of matters not covered in the above provisions. However, custodians and the bus mechanic shall be allowed two (2) days of personal leave per year. Personal leave cannot be used during the first or last week of school. First five or last five days. Also, personal leave *cannot* be used to extend a holiday/vacation at anytime.
7. *Vacations* - New 12 month employees shall have their first year vacation prorated (.83 days per month). After ten (10) years of continuous service twelve (12) month employees shall be given three (3) weeks vacation. Beginning July 1, 2003 vacation days for twelve month employees *cannot* be accrued.

SECTION II: Transfers and Assignments

Transfer shall be defined as a movement to another building. Employees may apply for transfers to other buildings as vacancies arise. Administration will have final decision, but length of service should be a consideration.

SECTION III: Probationary Status

1. All new employees will have a 60 day probationary period. During this time a non-certified employee may accumulate leave and benefits but may not access them until the probationary period has been completed. After the 60 days, pay rate and hour of employment may be evaluated. Any leave taken during the probationary period will be treated as a payroll deduction.

SECTION IV: Contract Termination

1. *Resignation* - Resignations shall be in writing signed by the resigning party and directed to the Superintendent of Schools and referred by him/her to the Board of Directors with his/her recommendation.

The Board recognizes that there are some circumstances which force an employee to request a release from a contract before the expiration date of the contract; therefore, personnel will be released from their contract on fourteen calendar days notice.

2. *Dismissal* - The Superintendent of Schools or his/her delegated subordinate has the authority to suspend the services of any non-certified employee. At the next following meeting by the Board of Directors, action shall be taken by the Board as to whether or not the employee shall be reinstated or dismissed. The employee shall have the right to a hearing before the Board if he/she so desires.

SECTION V: Community Assistance Program

The non-certified employees have the opportunity to support the Community Assistance Program with at \$2.00 deduction monthly from their checks.

INSURANCE

SECTION I: Health Insurance

- A. The Griswold Community School District agrees to pay \$143 in partial payment of monthly health program premium for the following employees: Food Service Department Head, Assistant Technology Coordinator, Transportation Director, and 12 month Custodians.
- B. The Board-provided insurance program shall be for twelve (12) consecutive months beginning September 1, 2006 and ending August 30, 2007 for Food Service Department Head and Assistant Technology Coordinator; beginning July 1, 2006 and ending June 30, 2007 for Transportation Director and 12 month Custodians.

HEALTH PROVISIONS

SECTION I: Physical Fitness - New Employee

All new employees are required to provide satisfactory evidence of physical fitness to perform duties assigned and freedom from communicable disease. The employee may select the physician to give the physical examination. The cost of the examination will rest with the employee except as designed by the Board. The Board of Education will determine the form for the reporting of the physical examination. The forms are available in the Superintendent's office. The completed current physical examination report shall be returned to the secretary of the Board of Education within thirty (30) days of the signing of the contract or before the employee's duties begin, whichever comes first. The examination will include a tuberculin test.

SECTION II: Physical Fitness - Continuing Employees (Bus Drivers)

Bus drivers will have a physical examination every two (2) years with the Board paying \$70.00 or the cost of the physical examination, whichever is less. The Board of Education will determine the form for the reporting of the physical examination.

AMENDED DEPARTMENTAL PROVISIONS

2006 - 2007

SECTION I: Bus Drivers

- A. Twenty-five cents (\$.25) per hour increase for the 2006-07 contract year.
- B. Bus driver's field trip time to \$7.00/hour with a minimum of \$15.00 per trip.
- C. The board shall pay \$32.00 or the actual cost of the CDL, whichever is less, for the drivers that acquire that CDL during the duration of this contract. The board shall pay the \$10.00 for an "S" endorsement on the license.
- D. Bus drivers shall be compensated at 50% of their hourly wage for mandatory training. *This mandatory training shall have approval of the superintendent prior to the training.* The salary paid shall be only for the actual time in training and shall *not* include travel time or other expenses.
- E. Activity route pay. Lewis route rate will be 1/2 of the hourly rate. Lyman, Grant, Elliott will be the hourly rate for bus drivers.
- F. All non-certified employees will be required to attend the all staff in-service at the beginning of the school year. Employees will be compensated for this time, unless this is part of their regular work day.

SECTION II: Custodians and Mechanic

- A. Twenty-five cents (\$.25) per hour increase for the 2006-07 contract year.
- B. Friday, following Thanksgiving Day is holiday.
- C. Christmas Eve Day; work half-day, paid holiday half-day.
- D. Substitute custodians shall be paid \$7.00 per hour.
- E. All non-certified employees will be required to attend the all staff in-service at the beginning of the school year. Employees will be compensated for this time, unless this is part of their regular work day.

SECTION III: School Food Service Employees

- A. Twenty-five cents (\$.25) per hour increase for the 2006-07 contract year.
- B. Cooks shall be paid regular hourly wage for time actually spent in kitchen working prior to cancellation of school.
- C. Contract of the "Head Cook" will have two (2) additional hours per week for paper work beginning in 1993-94. The "Head Cook" will be paid for three (3) total hours over the summer to review bid sheets and meet with vendors.
- D. Substitute cooks shall be paid \$7.00 per hour.
- E. Cooks shall be compensated at 50% of their hourly wage for mandatory training. *This mandatory training shall have approval of the superintendent prior to the training.* The salary paid shall be only for the actual time in training and shall *not* include travel time or other expenses.
- F. All non-certified employees will be required to attend the all staff in-service at the beginning of the school year. Employees will be compensated for this time, unless this is part of their regular work day.

SECTION IV: Secretarial Personnel

- A. Twenty-five cents (\$.25) per hour increase for the 2006-07 contract year.
- B. Principal's will work with secretaries to more closely define responsibilities with students who have detention or are removed from class.
- C. Substitute secretaries shall be paid \$7.00 per hour.
- D. All non-certified employees will be required to attend the all staff in-service at the beginning of the school year. Employees will be compensated for this time, unless this is part of their regular work day.

SECTION V: Paraprofessionals

- A. Twenty-five cents (\$.25) per hour increase for the 2006-07 contract year.
- B. Substitute paraprofessionals shall be paid \$7.00 per hour.
- C. All non-certified employees will be required to attend the all staff in-service at the beginning of the school year. Employees will be compensated for this time, unless this is part of their regular work day.

SECTION VI: Assistant Technology Coordinator

- A. Twenty-five cents (\$.25) per hour increase for the 2006-07 contract year.
- B. Substitutes will be paid \$7.00 per hour.
- C. All non-certified employees will be required to attend the all staff in-service at the beginning of the school year. Employees will be compensated for this time, unless this is part of their regular work day.

WAGES / SALARIES

SECTION I: Adjustments

The negotiation process shall consist of the following steps:

1. Negotiate the total dollars (\$28,164)

<u>Position</u>	<u>Yearly Wage</u>	<u>FICA/IPERS</u>	
Secretary	79,532	10,657	
Cooks	105,842	14,183	
Paras	152,577	20,445	
Asst. Tech. Coordinator	24,800	3,323	
Custodians	154,256	20,670	
Bus Mechanic	38,727	5,189	
Bus Drivers	119,728	16,043	
TOTAL:	=====	=====	
3.5%	675,462	90,510	= 765,972
			26,809

2. Negotiate insurance (health) contributions of the Board of Education. (15,444)
3. Negotiate fringe benefits (FICA/IPERS). (\$1,977)
4. Negotiate benefits (leaves and others). (4,300)
5. Negotiate equal distribution of money to all departments (15,043. or \$.25)

DURATION PERIOD

This agreement shall be effective as of July 1, 2006 and shall continue in effect until June 30, 2007. The salary and fringe benefits provision shall become effective at the beginning of the first pay period of the 2006-07 contract year.

This agreement shall automatically continue in force and effect for equivalent period, except as it may be amended, modified, or substituted during future collective bargaining.

FINALITY AND EFFECT ON AGREEMENT

It is hereby agreed that the above DEPARTMENTAL PROVISIONS will supersede all others for the 2006-2007 CONTRACT AGREEMENT. It is also understood that the signing of this schedule will close the contract negotiations.

Duane Scott Anderson 4/24/06

Association President
Griswold Community School
Non-Certified Personnel Association

Date

Cherie A. Pine 4-24-06

Board President
Griswold Community School District #4

Date

Mary Sue Potter 4/24/06

Chief Negotiator
Griswold Community School
Non-Certified Personnel Association

Date

Kevin Lehm 4/24/06

Chief Negotiator
Griswold Community School District #4

Date